

# ORGANIZATIONAL WORK INSTRUCTION

## PLANS AND SYSTEMS ANALYSIS OFFICE

### PROMOTION ALLOCATION

**APPROVING  
AUTHORITY**

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VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Organizational Work Instruction Plans and Systems Analysis Office		
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## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Draft		September 3, 1999	
Baseline		September 21, 1999	
Revision	A	January 24, 2000	General Revisions
Revision	B	June 30, 2000	General Revisions
Revision	C	May 23, 2002	General Revisions

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## 1. PURPOSE

This Organizational Work Instruction (OWI) establishes procedures and responsibilities for the Plans and Systems Analysis Office (CD02) that relate to the Agency Personnel reporting requirements to the Office of Personnel Management (OPM). This instruction extends information from the Marshall Management System (MMS) as defined by the Marshall Management Manual (MMM). The purpose of this instruction is to document the process to by which the Plans and Systems Analysis Office conducts business.

## 2. APPLICABILITY

This OWI applies to MSFC Personnel in the Plans and Systems Analysis Office.

## 3. APPLICABLE DOCUMENTS

(All use is current Revision unless there is overriding authority)

MPD 1280.1	Marshall Management Manual
MPG 1410.1	Document and Data Control for Organizational Issuances
MPG 1440.2	MSFC Records Management Program
NPG 1441.1	NASA Records Retention Schedules

## 4. DEFINITIONS

OWI – Organizational Work Instruction

OJT – On the Job Training

FTE – Full Time Equivalent

MMS – Marshall Management System

## 5. INSTRUCTIONS

Management Responsibility - CD02 Chief will ensure adequacy of the OWI, assure overall implementation of the OWI, may appoint personnel to serve on various MMS panels, and will, as a minimum, conduct semi—annual management reviews to ensure the continuing suitability and effectiveness of the CD02 quality system in satisfying applicable elements of the Marshall Management System and objectives specified in MMM.

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*To Determine Promotion Points* - Receive the number of promotions available for current fiscal year from CaER management. If there are any special initiatives (secretarial initiative, dual career ladder) to be taken care of during the current fiscal year, subtract those promotion points from the total pool and set aside. Determine discretionary pool for the fiscal year and set those points aside. Subtract out promotion points for those employees on the Professional Intern Program (PIP) or Engineering Technician (ET) program. The remaining points are to be distributed across the center organizations based upon their respective percentages of the total population of promotables.

The actual promotion points processed throughout the year are tracked to ensure organizations do not use more points than are allocated. If a discretionary point is to be given to an organization, adjust their balance accordingly and notify Human Resources Department of the addition(s) and/or change(s). Information is provided to CaER management on status reports as needed.

**6. NOTES – None**

**7. SAFETY PRECAUTIONS AND WARNING NOTES – None**

**8. APPENDICES, DATA, REPORTS, AND FORMS – None**

**9. RECORDS –**

Record Type: Promotion Allocation Report

Carolyn Plank, OPR for document

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Based on NPG 1441.1, NASA records retention schedule. Minimum retention is 5 years.

**10. TOOLS, EQUIPMENT, AND MATERIALS – None**

**11. PERSONNEL TRAINING AND CERTIFICATION – On the Job Training (OJT)**

**12. FLOW DIAGRAM – None**